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## A USER'S GUIDE: WAYS TO PROTECT YOUR PERSONAL DATA

### 1 Don't click that link!

**What to do:** Don't click links in emails. Instead, type the URL you want directly into the browser.

**Why:** According to Microsoft, phishing is still the number one favorite method of cyber-attacks.



### 2

### Use two-factor authentication

**What to do:** Use a second factor for logging into accounts.

**Why:** If you have a robust two or multi-factor in place, you are much less likely to lose personal data due to phishing.



### 3 Delete recorded conversations

**What to do:** Regularly delete any recorded conversations used by your personal assistant.

**Why:** There have been cases where Alexa revealed personal data to unknown persons without consent.



### 4

### Keep it clean — delete old files

**What to do:** Make sure you keep data replication to a minimum. Delete old files you don't use.

**Why:** There can never be 100% security, but reducing the places that can be compromised helps lessen your risk.



### 5 Be less social

**What to do:** Minimize the amount of personal data you have on social media platforms.

**Why:** Information like your pet's name or mother's maiden name is sometimes used to recover account logins. Don't give hackers an easy way into your online accounts!



### 6

### Don't sync for sync's sake

**What to do:** Disable automatic file and media sharing whenever possible.

**Why:** A lot of devices set up cloud syncing when you first configure the device. Check if you really want to store these data in the cloud.



### 7 Keep off the beaten track

**What to do:** Disable location tracking on each app.

**Why:** A recent study of almost 1 million Android phones demonstrated that apps regularly harvested tracking data.



### 8

### Let sleeping Bluetooth lie

**What to do:** If you are not using Bluetooth, switch it off.

**Why:** Bluetooth vulnerabilities can allow data to be siphoned off your device.

### 9 Encrypt stored data

**What to do:** Encrypt any data you store on hard drives and use an email encryption tool if you share personal data.

**Why:** Encryption is a layer of protection that can prevent lost or stolen data from being exposed.



### 10

### Patch your devices

**What to do:** Keep your computers and mobile devices patched and up to date.

**Why:** Software vulnerabilities allow malware to infect your device, which can steal data and login credentials.



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